

**Message: Re: New Contract Invoicing and Reporting Info**

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**✉ Re: New Contract Invoicing and Reporting Info**

**From** Megan Lengerman **Date** Friday, January 27, 2017 11:55 AM  
**To** Kraft, Emily  
**Cc**  
**Journal Recipients** Emily.Kraft@oa.mo.gov

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Hi Emily,

Is there an Attachment A that references the income guidelines for the clients? It's referenced on Page 7 under 2.2.1.

**Thanks!**  
**Megan**

Megan Lengerman, MA

Intake and Contracts Manager

Nurses for Newborns

7259 Lansdowne, Suite 100

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P – 314.544.3433 x321

C – 314.604.2426

F – 314.448.4004

E – [megan.lengerman@nursesfornewborns.org](mailto:megan.lengerman@nursesfornewborns.org)

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**From:** "Kraft, Emily" <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)>  
**Date:** Friday, January 27, 2017 at 11:29 AM  
**To:** Megan Lengerman <[megan.lengerman@nursesfornewborns.org](mailto:megan.lengerman@nursesfornewborns.org)>  
**Subject:** RE: New Contract Invoicing and Reporting Info

See attached documents and responses in red below.

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**From:** Megan Lengerman [<mailto:megan.lengerman@nursesfornewborns.org>]  
**Sent:** Friday, January 27, 2017 10:47 AM  
**To:** Kraft, Emily  
**Subject:** Re: New Contract Invoicing and Reporting Info

Hi Emily,

More questions...

1. Regarding Housing, Utility, and Car Expenses Assistance, what is the 12 month period defined as? Since the contract starts in February, do we start then? Or are we counting assistance prior to February? **This will start in February. Prior assistance was not claimed as TANF expenditures, so**

they do not count towards the 12 month rule. However, I will say that if a client has already received 3+ months of car assistance prior to Feb 1 and is still needing additional assistance, it may be worth researching whether a less expensive mode of transportation would help the client in becoming self-sufficient.

2. On the QER, we are basically totaling our expenditures for each category for all the months leading up to the due date, correct? For example, for the first one due on 3/31, are we including all of February and March?  
**Yes to both. For the participant costs section, that is the gist of it. The direct and indirect administrative cost sections are where I think things are a bit more complicated and will have to refer you to Joy Benne at the Department of Social Services.**
3. On the QER, should we continue to use the same major categories as we used previously? Such as supplies, "Other" for pre-authed items, etc?  
**For the participant services already listed on the form, I know that DSS is ok with those broad categories. I am not 100% sure how detailed DSS would like you to be for additional categories, so it may be worth checking with Joy. "Pre-authorized items" and "supplies" seem like pretty vague categories, so perhaps making it more clear that supplies means "infant care supplies" or if you notice a large group of expenses in an easily grouped category, like "client vehicle expenses" you could break those out. Additionally, some of the pre-authorized expenses you've had over the last few years may be better categorized elsewhere, like some of the job training classes that we've paid for would go under job training assistance. I would minimize the "other" category as much as possible when there are clear ways to do it.**

I think that is it for now :)

**Thanks!**  
**Megan**

Megan Lengerman, MA

Intake and Contracts Manager

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**From:** "Kraft, Emily" <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)>

**Date:** Friday, January 27, 2017 at 10:13 AM

**To:** Megan Lengerman <[megan.lengerman@nursesfornewborns.org](mailto:megan.lengerman@nursesfornewborns.org)>

**Subject:** RE: New Contract Invoicing and Reporting Info

Hi Megan - The contract requirements are those listed in the RFP. I have attached a copy for your review. If you have any questions, please let me know.

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**From:** Megan Lengerman [<mailto:megan.lengerman@nursesfornewborns.org>]

**Sent:** Friday, January 27, 2017 10:04 AM

**To:** Kraft, Emily

**Subject:** Re: New Contract Invoicing and Reporting Info

Hi Emily,

I have not yet seen the contract so I'm not familiar with the sections you referenced. Is the contract on the way or can you send me a blank copy just so I can familiarize myself with the new requirements?

**Thanks!**  
**Megan**

**Megan Lengerman, MA**

Intake and Contracts Manager

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**From:** "Kraft, Emily" <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)>

**Date:** Friday, January 27, 2017 at 9:50 AM

**To:** Megan Lengerman <[megan.lengerman@nursesfornewborns.org](mailto:megan.lengerman@nursesfornewborns.org)>

**Subject:** New Contract Invoicing and Reporting Info

Hi Megan,

Congratulations on the award of your new Alternatives to Abortion contract!

I wanted to take this opportunity to go over how the new invoicing process works, as you will no longer have the ability to generate invoices with the new Alternatives to Abortion system.

There are two forms attached to this email: the Monthly Invoice Template and the Quarterly Expenditure Form.

#### **Monthly Invoice Form**

The Monthly Invoice Form must be completed **at the beginning of each month** for that month (i.e. you will submit the February 2017 invoice at the beginning of February). Your award amount for the remainder of FY17 and the monthly award amount have been populated for you. The only fields you are able to modify on this form are the invoice number, date, service period, prior invoiced total, and quarterly expenditure adjustment. All the remaining fields are password protected and are only to be changed by me. February should be pretty simple, but if you have any questions on how this needs to be filled out, please let me know.

#### **Quarterly Expenditure Report (QER)**

The QER must be filled out at the end of each quarter (quarter ending dates are March 31, June 30, September 30, and December 31). If the QER shows that your expenditures are less than the amount paid to you for that quarter, you will enter the difference in the "Quarterly Expenditure Adjustment" field of that month's invoice (this will be a negative number, so please double check that it is). If you claim more expenditures for reimbursement than was paid to you for that quarter, you will again put the difference in the "Quarterly Expenditure Adjustment" field on the invoice (this time, it will be a positive number and will add to your "total due" field).

For example, for the months of July through September, you were paid \$75,000 total, but you only had \$67,000 in expenditures as reported on your QER. On the October invoice, you would enter - \$8,000 for the quarterly expenditure adjustment, and the total payment for that month would show \$17,000.

If you have questions as to how the Quarterly Expenditure Report needs to be filled out, **please direct those questions to Joy Benne at (573) 751-7027**. I would recommend familiarizing yourself with this form and getting your questions answered sooner rather than later.

### **Case File Review Reports**

Section 2.4.3 requires that case file review reports be submitted on February 15, June 15, and October 15. As the contract is starting so close to February 15, I am not requiring you to submit a case file review report for this date. **Your first report will be due June 15**. Case file review reports can be as simple as an email or Word document describing which client files were reviewed, which case manager serves that client, any deficiencies that were found, and how you plan to correct any deficiencies that were found. Please also make it clear which month the file was reviewed and which subcontractor the case manager is from. For example:

#### **February Case File Reviews**

**Client:** Jessica Smith

**Case manager:** Tina Jacobs

**Subcontractor:** ABC Subcontractor

**Date reviewed:** 2/10/17

**Case file deficiencies:** Client delivered on 12/14/16, but the client's birthing outcome has not yet been entered. All other records required by 2.4.1 are present in the case file.

**Corrective action:** Case manager has been notified of the deficiency and will be entering this data. A follow-up check will be completed by 2/28/17 to ensure the data is entered.

**Client:** Andrea Thompson

**Case manager:** Jerri Jones

**Subcontractor:** 123 Subcontractor

**Date reviewed:** 2/11/17

**Case file deficiencies:** None. All records required by 2.4.1 are present in the case file.

**Corrective action:** N/A

#### **March Case File Reviews**

**Client:** Jennifer Lee

**Case manager:** Cheryl Loeb

**Subcontractor:** ABC Subcontractor

**Date reviewed:** 3/5/17

**Case file deficiencies:** Records indicate client received rental assistance for November 2016, but no receipt is present. All other records required by 2.4.1 are present in the case file.

**Corrective action:** Case manager has been notified of the deficiency and has requested a copy of the rent check from Accounting. A follow-up check will be completed by 3/31/17 to ensure the copy is entered into the case file.

Again, if you have any questions, please let me know.

**Emily Kraft***Alternatives to Abortion Program Manager**Truman Building, Room 430**Jefferson City, MO 65102**Phone: (573) 522-0003*

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